

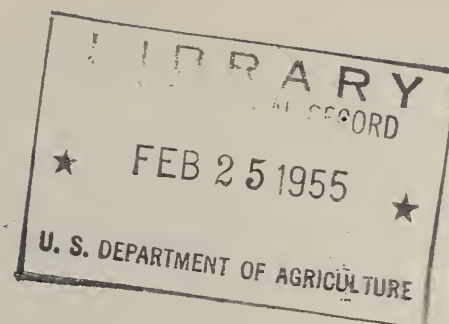
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH SERVICE  
ANIMAL DISEASE ERADICATION BRANCH  
Washington 25, D. C.



January 5, 1955

ADE BRANCH MEMORANDUM NO. 508.19

To : ADE Branch Officials and Other ARS Officials  
From : R. W. Morgan, Administrative Officer  
Subject: Organization of the Administrative Office of the Animal  
Disease Eradication Branch

I PURPOSE

The purpose of this notice is to advise those concerned of the organization of the Administrative Office of the Animal Disease Eradication Branch, and to identify the responsibilities assigned within the organization.

II ORGANIZATION

- A. Administrative Officer, Mr. R. W. Morgan  
(Responsible for the administrative activities of the Branch.)
- B. Administrative Officer, Mr. A. C. Hutchinson  
(Responsible for Budget and Finance, program reports, and regulation activities.)

Mr. R. E. McLaughlin, Administrative Assistant  
(Assigned specifically to program reports and regulation activities and information media.)

- C. Administrative Assistant, Mr. E. E. Norris  
(Responsible for personnel, administrative services and mails and files activities.)

III OUTLINE OF RESPONSIBILITIES

- A. Mr. R. W. Morgan

As administrative Officer of the Branch, Mr. Morgan is responsible for the overall administrative management activities of the Branch both in Washington and in the field. While final responsibility for all administrative activities is vested in this position, delegation of authority has been made as specified in outline below.

- B.

B. Mr. A. C. Hutchinson

Responsibilities of this position include all program records and reports, all financial activities of the Branch, all activities related to Federal Regulations and all information activities of the Branch.

Mr. R. E. McLaughlin

This position includes assigned activities related to program records and reports, Federal Regulations, and information media.

C. Mr. E. E. Norris

This position includes assigned responsibility for personnel, administrative services, and mails and files activities of the Branch.

IV REQUESTS FOR SERVICE

Requests for information and services whether verbal or in writing, should be made in accordance with the responsibilities outlined herein. Any matters which cannot be readily identified with the organization outlined should be referred to Mr. Morgan for decision.